DVP assessment activity 2 templates

CPD plan

Name:	CIPD Membership Number:	Covering period
		From: 1-4-2019
		To: 31-12-2020

Where do I want to be by the end of this period? What do I want to be doing? (This may be evolutionary or "more of the same".)

What do I want/need to *learn?*	What different ways can I achieve this learning? *E.g. on the job learning, e-learning, book etc.* **What are the advantages and disadvantages of these methods?** *Highlight which one you will choose*	What resources or support will I need?	What will my success criteria be?	Target dates for review and completion
Leadership skills	***Leadership skills program*** **Pros:** By attending the program of leadership skills, I will be able to develop greater understanding of leadership capabilities and enhanced my decisional making abilities. **Cons:** It incurs significant amount of fees and requires me to take out specific hours from my daily routine to attend classes which could be difficult due to tight schedule. ***Online Readings*** **Pros**: there are plenty of knowledge and information that can be found on books and research papers that are available online. Furthermore, time allocation will also be	Human resource and financial resource Books and Research papers	Able to manage the team effectively	1-4-2019: 30-9-2019

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	flexible when I chose to learn leadership skill by reading online. This process of acquiring leadership skills is cost-effective also. **Cons**: The process of learning could be slow due to not having any fixed syllabus and feedback cannot be received which is important to enhance the practice. I will chose online reading as a method to develop leadership skills due to its advantages that suits my daily schedule and budget.			
Communication skills	***Communication skills program*** **Pros**: by enrolling my-self in a program for nurturing my communication skill, I will have the advantage of communicating with other people while practicing and learning the tactics which would allow learning and implementation simultaneously. Furthermore, it will also efficient in terms gaining feedbacks in timely manner. **Cons**: similar to leadership skill program, this approach is time consuming and entails significant amount of cost. ***Work Shadowing*** Pros: by the help of work shadowing, I can learn modes of interaction particularly in my organisation. Furthermore, it helps in understanding the	Human resource and financial resource	Effectively communicate the organization plan to the team members	1-10-2019: 31-12-2019

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	behaviour and offer first-hand experience. Cons: By the help of work shadowing, the process of learning communication skills will be slower and the efficiency of my skills will mainly be dependent on the efficiency exhibit by my seniors during conversation. I will chose communication skill program in order to improve my communication skills as it is efficient and effective approach by evaluating pros and cons of each method.			
Training and development skills	***On job learning*** **Pros**: it is one of the most common ways of learning skills of training and development which allow the achieve skills while enhancing the performance at work. In addition to that, this approach is very cost effective. **Cons**: the efficiency of learning only depends on the ability of other person on the job instead of any proficient person. Moreover, it is not planned sufficiently to provide timely results. ***Online Reading*** **Pros**: It helps in developing understanding using broad range of sources such as articles, books, research papers, and case studies.	Human resource Books, Articles, and Research papers (Financial Resource to make purchases)	Ability to deliver effective training and development program	1-12-2020 : 31-3-2020

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		IT resource / Financial Resources		

	Cons: It also does not have proper curriculum to be followed which may cause distraction or decrease in focus. ==I will select online learning as I am committed to achieve my goals thus I will enhance my training and development skills in timely manner.==			
Teambuilding skills	***E-learning*** **Pros**: it saves time and provide up-to-date resources to learn skills and tactics of building a productive team. **Cons**: There is no opportunity of receiving feedback on the learning except for written assessments. ***Team Building Program*** **Pros**: it will allow me to develop essential tactics as per my current knowledge level and provide feedback on my learning in timely manner **Cons**: it will incur fee and needs fixed slot of time from my daily schedule to attend the classes. ==I will chose team building program as this objective has high priority and benefits of this method suggest better outcomes.==	IT resource Financial Resources	Ability to drive high performance from team work results	1-4-2020 : 31-7-2020
Decision making skills	***On job learning*** **Pros**: As it was mentioned earlier that it is one of the most common ways of learning skills of training and development which	Human resource	Ability to take effective decision towards recruitment of employees	1-8-2020 : 31-12-2020

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| | allow the achieve skills while enhancing the performance at work. By the help of this method I can implement my learning and exhibit my enhanced decisional making abilities while receiving on-job learning.

Receive guidance from Leaders
Pros: It will help me increasing my knowledge and skill as per my capabilities and help me in every phase of learning. It will also provide honest and timely response on learning
Cons: it is very difficult to find a leader that is effective enough to guide and it could be a time-consuming process.

<mark>I will chose on-job learning as it is the most suitable methods by evaluating pros and cons of each approach.</mark> | | | |
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